

Click-N-Ship | Business Pro™ - Webinar

Start Time: 11:00 AM ET

United States Postal Service

Meg M. Ballard
Business System Analyst
USPS Payment Technology

To listen to a recording of the presentation: [Click here](#)



Components

USPS-provided
Software Solution

eVS Manifest and
Postage Statements

Single-piece and
Priority products
only

Mailer Value

Free shipping software

IMpb compliance

Simplified onboarding:
same day!

National account

Pricing eligibility
(CPP, NSA)

USPS Value

Competitive offering to
attract new package
shippers

eVS solution for small
businesses shipping
directly with USPS

Visibility and Service
Measurement



Click-N-Ship Business Pro Onboarding

**Create
Account and
Enroll via BCG**



**Setup
Payment
Account**



**Download
Click-N-Ship
Business Pro**

**Traditional eVS
onboarding
takes on average
31 days**

Minutes



Click-N-Ship Business Pro Features

Free of charge downloadable software solution provided by the Postal Service

Same day onboarding - no certification, no fees, no paper forms

Prints IMpb-compliant shipping labels, batch printing capability

Creates electronic tracking & postage manifests

Generates electronic postage statements

Submits postage payment through ACH Debit



USPS Products

- Priority Mail Express, Priority Mail, Parcel Select nonpresort, First-Class Package Service
- Priority Mail Express International, Priority Mail International, First-Class Package International Service
- USPS Tracking, Signature Services, Insurance

Integration

- Windows OS
- Support for integration with customer's existing systems
- Address books
- Commercially available printers/scanners
- Multiple users/multiple sites – one national account

Reports

- Tracking, Postage Payment/Rate Comparison
- eVS Adjustments/Revenue Protection (unmanifested, duplicates, manifest errors)
- Ability to export data to customer's reporting systems



Supported Products

Click-N-Ship
Business Pro
supports origin
entry:

- Priority Mail –Domestic & International
- Priority Mail Express – Domestic & International
- First-Class Package Service (single-piece) – Domestic & International
- Parcel Select Nonpresort

...but does not
support Presort,
Content-based
or Destination
Entry products.

- Standard Mail
- First-Class Package Service (Presort)
- Parcel Select (Destination Entry)
- Package Services
 - Bound Printed Matter
 - Library Mail
 - Media Mail



Small Business Selling Points

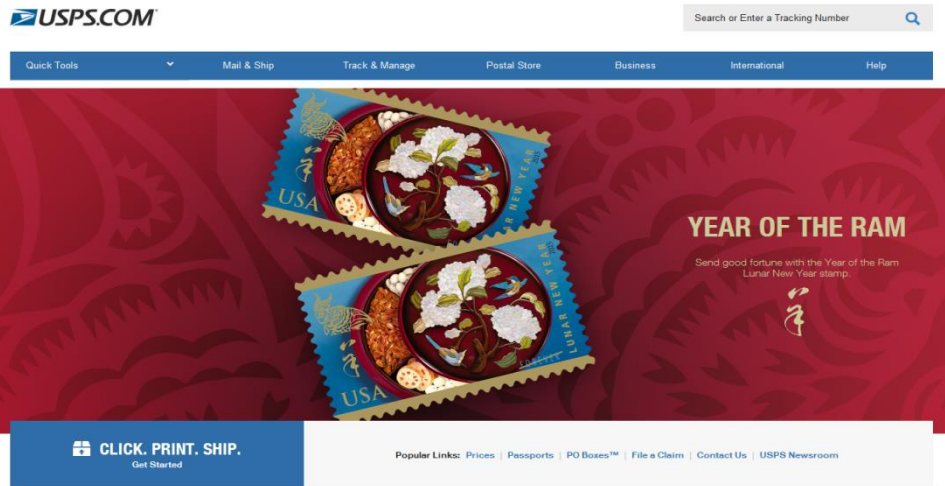
- ✓ National eVS Permit Account – no permit imprint application fee
- ✓ Enrollment and account configuration may be completed in as little as 10 minutes
- ✓ Simplified Domestic and International product offering minimizes need for customer understanding of USPS shipping rules and regulations
- ✓ Commercial Base prices – CPP, Cubic, NSA prices supported for eligible customers



Online Enrollment Through Business Customer Gateway



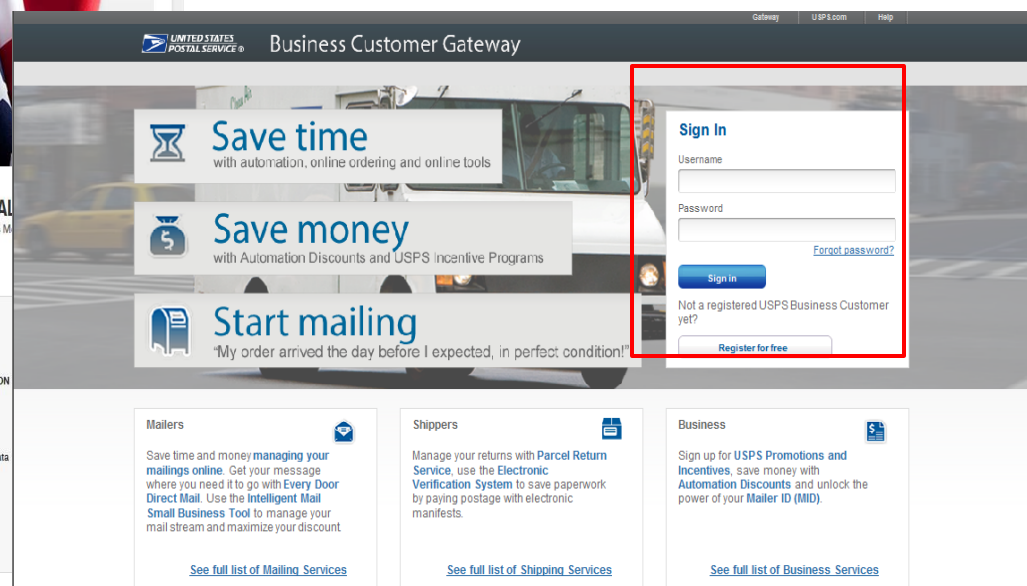
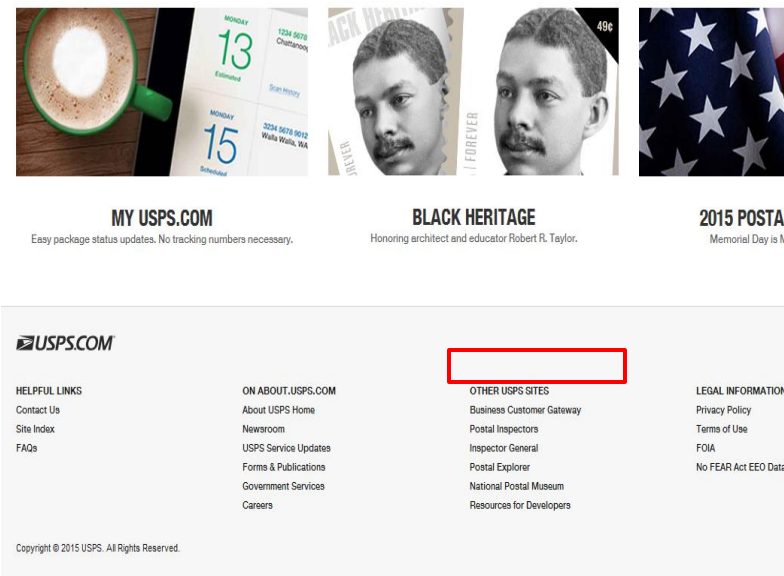
Accessing Business Customer Gateway



BCG is accessible via
USPS.com

Existing users can enter the
BCG with a username and
password

New users must select the
'Register for free' button to
create an account



Create Your USPS.com Business Account

***Pick a Username**
Usernames need 6 characters.
You can use your email address. [?](#)

[Check This Name](#)

Enter Security Information

* Indicates a required field

***Pick a Password**
Passwords need 7 characters, including a letter and number. They are case-sensitive. They can include special characters, but not your username or more than two repeat characters in a row. [?](#)

Password

Password Strength
 0% Too Short

Re-Type Password

***Pick Two Security Questions**
Please answer two secret questions. If you forget your password, you will be asked for this information to re-gain access to our site.

***First Security Question**
[Select First Question](#)

Your Answer
Answers are not case-sensitive. [?](#)

Re-Type Your Answer

***Second Security Question**
[Select Second Question](#)

Your Answer
Answers are not case-sensitive. [?](#)

Re-Type Your Answer

New Business Customers must first register in Customer Registration to establish a new account.

Next, we need your name and contact info

* Indicates a required field

Enter Your Name

Title [Select](#)

*First Name

M.I.

*Last Name

Suffix [Select](#)

Enter Your Phone

*Type [US](#) *Phone Ext.

Type [US](#) Fax

Enter Your Email Address

*Enter Your Email Address [?](#)

*Re-Type Your Email Address

Can we contact you?
Get communications from USPS and our partners.

☒ FROM USPS

☒ FROM USPS PARTNERS

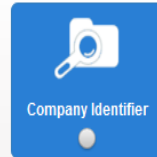
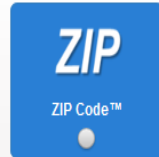
A customer must create a user name, password, two security questions, name, phone number, and email address.



Customer Registration

Find my address by...

Please enter your address so USPS can find the best deliverable option for you.



Find by address

Fill out all the required fields and validate your address so it can be verified as a valid delivery address.

Original Address:

475 LENFANT PLZ SW
WASHINGTONDC20024

Possible Addresses:

The address you provided is not recognized by the USPS. We recommend that you select one of the addresses in the list below.

- 475 LENFANT PLZ SW
WASHINGTON DC 20260-0001
- 475 LENFANT PLZ SW RM 1P010
WASHINGTON DC 20260-0002
- 475 LENFANT PLZ SW
WASHINGTON DC 20260-0010

Back

Continue

Find by address

Fill out all the required fields and validate your address so it can be verified as a valid delivery address.

Existing Company?

The company information you submitted seems to be similar to one of our existing company records. Please review existing records and if you can find a matching record, please select the best option and then select the Continue Button.

Original Address:

United States Postal Service
475 LENFANT PLZ SW
WASHINGTONDC20260-0001

Existing Records:

- U S POSTAL SERVICE
475 LENFANT PLZ SW
WASHINGTON DC 20260-3500
CRID: 123312
- USPS
475 LENFANT PLZ SW
WASHINGTON DC 20260-0004
CRID: 4353763

Back

Continue

The customer must choose a method to enter a business location and appropriate information.

Customer Registration will prompt the user to choose from a list of possible addresses or original entry if necessary.

If the customer's company information is similar to existing company records, he will be prompted to choose from a list of existing companies or original entry if necessary.



Customer Registration – Business Verification

Find by address

Fill out all the required fields and validate your address so it can be verified as a valid delivery address.

Business Verification

Thank you for validating your mailing address. Now please help us verify your business.

- ☐ VAUGHN CONSTRUCTION INC
1901 ROYAL LN
DALLAS TX 752293183
- ☐ VISION ENCLOSURE
412 W BETHEL RD
COPELL TX 750194401
- ☐ VAUGHAN CONSTRUCTION, INC
1901 Royal LN
DALLAS TX 75229
- ☐ None of the above

Making this selection will not impact your mailing address.

[Continue](#)

The customer will need to verify their business location by selecting from a list of existing verified business location or original entry if necessary.

Find by address

Fill out all the required fields and validate your address so it can be verified as a valid delivery address.

Congratulations!

The address you've provided has been verified as a valid delivery address.

- ☒ USPS
475 LENFANT PLZ SW
WASHINGTON DC 20260-0004

[Change This Address](#)

Please read our privacy policy.

Privacy Act Statement: Your information will be used to provide online registration capability for Internet-based services. Collection is authorized by 39 U.S.C. 401, 403, & 404. Providing the information is voluntary, but if not provided, we may not

[Create Account](#)

The customer selects the 'Continue' button and 'Create Account' button.



Confirmation Page: CRIDs and MIDs

New customers who register at a new location are automatically assigned a CRID and a MID.

Customer is provided a Core Suite of services automatically

- Every Door Direct Mail
- Intelligent Mail Small Business (IMsb) Tool
- Customer/Supplier Agreements (CSAs)
- Customer Label Distribution System (CLDS)
- Schedule a Mailing Appointment (FAST)
- Online Enrollment
- Parcel Data Exchange (PDX)
- Parcel Return Service (PRS)
- Scan Based Payment (SBP)
- USPS Package Intercept
- Electronic Verification System (eVS)
- Premium Forwarding Service Commercial (PFSC)

United States Postal Service Business Customer Gateway

Hello, Mei Gateway USPS.com Help Logout

Register Your Account Getting Started You're signed up!

You're signed up!

Congratulations, your account is set up with business services.

You now have access to the services that cover basic business functionality. Having access to a service means that you can see and use it freely. Depending on your company's needs, different employees may need access to different services. The access is regulated by the Business Service Administrator (BSA) of each service.

Your Business Location:

LOPEZ CONSULTING SERVICES LA
1612 GLENDON AVE
LOS ANGELES, CA 90024-5705
UNITED STATES

CRID ⓘ : 20517317
MSP ⓘ : NO

[ADD A LOCATION](#) ⓘ

We have automatically assigned you a Mailer ID (MID): 000014070

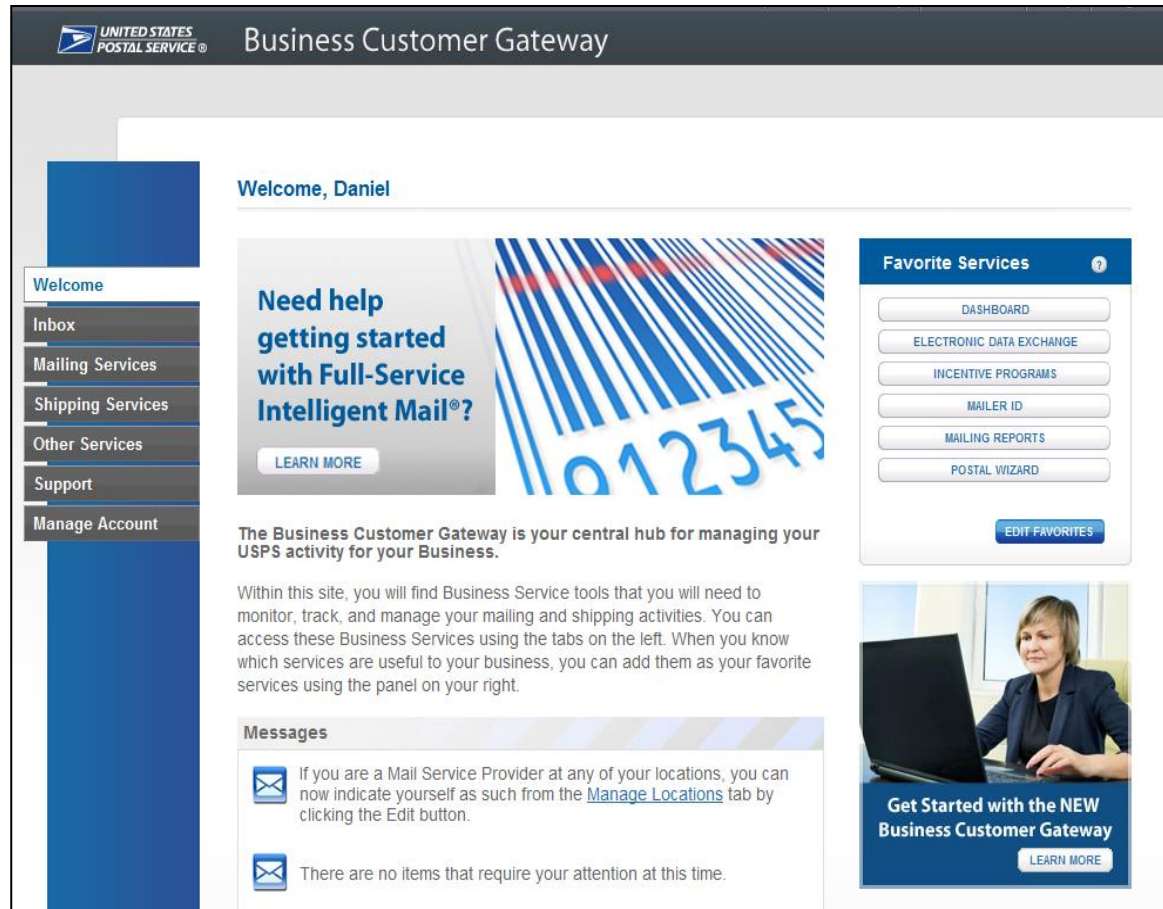
The Mailer ID (MID) is a field within the Intelligent Mail barcode (IMb and IMpb) that is used to identify Mail Owners and/or Mailing Agents. Additional information about MIDs can be found [here](#).

You can begin using these business services. Services with an asterisk (*) indicate you have become the BSA.

SERVICE
Customer Label Distribution System (CLDS) - Order bulk, collated or DMM labels online.
Customer/Supplier Agreements (CSAs)* - CSAs define mail preparation requirements and acceptance times. ⓘ
Electronic Verification Service (eVS)* - Package mailers can use an electronic manifest to document and pay postage. ⓘ
Every Door Direct Mail - EDDM is designed to help you reach every home, every address, every time.
Incentive Programs* - Participate in promotions and incentives for business mail. ⓘ
Intelligent Mail Small Business (IMsb) Tool - Produce the IMb for your mailings.
Mailer ID* - Request and manage Mailer IDs. ⓘ
Manage Mailing Activity* - Manage your business mailings. ⓘ
Online Enrollment* - Get started online to apply for eligibility. ⓘ
Parcel Return Service (PRS)* - Work share solution for returning merchandise. ⓘ
Scan Based Payment (SBP)* - Scanning = revenue collection. ⓘ
Schedule a Mailing Appointment (FAST)* - Schedule a mailing appointment. ⓘ
USPS Package Intercept* - Redirect your mailpiece if it hasn't been delivered. ⓘ

Don't see the business services you need? [GET ACCESS TO ADDITIONAL SERVICES](#)

[Continue](#)



The Welcome Page allows customers to access services via the mailing, shipping, and other service tabs.

The Inbox tab allows customer's to check their messages and BSAs and BSA Delegates to check their pending requests.

Support tab allows customers to access documents on shipping and mailing needs as well as customer care.

The Manage Account tab allows customers to manage their profile, preferences, services, locations, and users.

Welcome

Inbox

Mailing Services


Shipping Services

Other Services

Support

Manage Account

Shipping Services



Shipping services help you deliver packages.

Shipping online services allow customers to enroll and manage the various package product lines the USPS has to offer. The services currently available are listed below. You may access services directly from here that you have been approved for and request access to those you do not.

Your Locations:
All Locations

+ Balance & Fees (PostalOne!) more info >	GO TO SERVICE
+ Click-N-Ship Business Pro™ more info >	GO TO SERVICE
+ Dashboard (PostalOne!) more info >	GO TO SERVICE
+ Electronic Data Exchange (PostalOne!) more info >	GO TO SERVICE
+ Electronic Verification Service (eVS) more info >	GO TO SERVICE
+ Incentive Programs more info >	GO TO SERVICE
+ Mailer ID more info >	GO TO SERVICE
+ Mailing Reports (PostalOne!) more info >	GO TO SERVICE
+ Manage Permits (PostalOne!) more info >	GO TO SERVICE
+ Online Enrollment more info >	GO TO SERVICE
+ Parcel Data Exchange (PDEx) more info >	GO TO SERVICE
+ Parcel Return Service (PRS) more info >	GO TO SERVICE
+ Postal Wizard (PostalOne!) more info >	GO TO SERVICE
+ Premium Forwarding Service Commercial™ more info >	GO TO SERVICE
+ Print & Deliver Shipping Label more info >	GET ACCESS
+ Scan Based Payment (SBP) more info >	GO TO SERVICE
+ USPS Package Intercept more info >	GO TO SERVICE

Shipping Services available in Program Registration can be accessed via the Online Enrollment Service on the Shipping Services or Mailing Services Tab.



RIGHT-SIZING YOUR POSTAL SOFTWARE

Let the Postal Service® help you choose the right software for your shipping needs:

1. Online Postage

If you are looking for easier ways to ship with the USPS® including creating shipping labels with your PC paid for with your credit card or PayPal then [Online Postage](#) may be just the solution for you. Occasional shippers, small or home office shippers and even large business can benefit from easy-to-use applications such as USPS [Click-N-Ship®](#) or solutions from our PC Postage partners.

2. Click-N-Ship Business Pro™

If you are a business customer shipping a minimum of 50 pieces or 50 pounds (approximately 20 pieces) in a typical mailing then Click-N-Ship Business Pro may be the solution for you. Click-N-Ship Business Pro is free manifesting software from USPS which can create domestic and international shipping labels paid for with your USPS CAPS (ACH-Debit) account.

Click [here](#) for more information on Online Postage or enter your projected volume and click the continue button to begin your Click-N-Ship Business Pro registration.

On average, how many packages do you you plan to ship in a mailing?

[Continue](#)

[Back](#)

- Targeted to customers that ship 50 pieces or 50 pounds per shipment.



UNITED STATES POSTAL SERVICE®

USPS.COM | GATEWAY | HELP | SIGN OUT

Click-N-Ship | Business Pro™

Alerts (1) Program Settings Back to Enrollment Home

Program Summary

Click-N-Ship Business Pro (CNS BPro)

Overview

Click-N-Ship Business Pro™ (CNS BPro) is downloadable software from the Postal Service that allows small and medium business mailers to generate shipping labels with Intelligent Mail Package Barcodes (IMpb) and securely pay for postage via electronic manifest files. CNS BPro is free software available for business customers who ship 50 or more packages (or multiple packages with a combined weight of 50 or more pounds) in a typical mailing.

CNS BPro provides label printing, electronic manifesting, secure postage payment, tracking and reporting for single-piece and non-presort packages including First-Class Package Service, Priority Mail, Priority Mail Express, and Parcel Select Nonpresort. CNS BPro will expand to include International shipments in April 2014.

Enrollment Status - In Progress - 3 out of 6 steps completed

Please complete all of the steps below to enroll.

Enrollment Steps (6)

[+] Additional Contact Information	- Complete
[+] Manage Shipping Locations	- Complete
[+] Manage Payment Accounts	- Complete
[+] Download Client Application	- Available
[+] Help Desk Approval	- Pending
[+] Returns Account	- Optional

Additional Contact Information
Complete

Manage Shipping Locations
Complete

Manage Payment Accounts
Complete

Download Client Application
Available

Returns Account
Optional

- Each task needs to be completed to become fully enrolled in the application.
- The first required tasks are automatically completed from information provided during Customer Registration.



Manage Shipping Locations

UNITED STATES POSTAL SERVICE®

USPS.COM | GATEWAY | HELP | SIGN OUT

Click-N-Ship | Business Pro™

Program Settings Back to Enrollment Home

Program Summary

Below are your current locations configured for Click-N-Ship Business Pro (CNS BPro). If you would like a new Mailer ID, choose the location below and click the "Request New MID" button.

MID Owner CRID: 94652383 ?

Additional Contact Information Complete

Filter Locations: Filter

Show All --Select Category--

Per Page: 20

Showing 1 - 1 of 1

<input type="checkbox"/>	MID	MID User CRID ?	MID User Company	MID User Address	Linked MID	Certifications
<input type="checkbox"/>	901024599	94652383	MARYMARY LLP	900 D STREET	-	1 of 1 Complete

Export options: CSV | Excel | XML | PDF

Manage Shipping Locations Complete

Manage Payment Accounts Incomplete

To add an existing MID to your Click-N-Ship Business Pro (CNS BPro) profile, select it below and click the "Link MID to Program" button. If you do not see one of your existing MIDs below, it may not be eligible for this program. Click the "Request New MID" button to obtain a new, eligible MID.

Link MID to Program

Showing 0 - 0 of 0

<input type="checkbox"/>	MID	MID User CRID ?	MID User Company	Program Name
Nothing found to display.				

Looking for a location that is not displayed above? Click the "Add Locations" button.

Add Locations

- Under the Manage Shipping Locations task is where the Shipping Services Mailer ID (MID) is assigned for use with CNS Business Pro.
- MIDs are requested from the Mailer ID Tool.



Manage Payment Accounts

UNITED STATES POSTAL SERVICE®

USPS.COM | GATEWAY | HELP | SIGN OUT

Click-N-Ship | Business Pro™

Program Settings Back to Enrollment Home

Program Summary

Both a permit and CAPS (Centralized Account Payment System) account are required for participation in Click-N-Ship Business Pro (CNS BPro). Packages shipped under this program will bear a permit imprint indicia to indicate that postage has been paid. A permit is required to use this type of postage evidencing. Permit imprints require a one-time application fee to setup this indicia, which will be waived for CNS BPro participants.

Additional Contact Information

Payment for postage will be deducted at the time of mailing from your CAPS account. CAPS provides business mailers a centralized, convenient, and cost-effective way to pay for USPS products and services. USPS currently supports online creation of ACH Debit type CAPS accounts. ?

Complete

Manage Shipping Locations

Complete

Showing 1 - 1 of 1

	CRID ?	Permit Account Number	Permit Type	Permit Number	Permit ZIP	Status
<input checked="" type="radio"/>	94652383	22218137	PI	1228	202600846	Linked

Manage Payment Accounts

Incomplete

To open a new CAPS account to use for this program, select a Permit from the table above and the option below that describes the CAPS account you want to use for this program.

☐ I have a CAPS account number I would like to use for this program:

☐ I need a new CAPS account:

OK

Create CAPS Account


Returns Account

Optional

- The Manage Payment Accounts task must be completed prior to completing enrollment.
- The permit account is generated automatically for the Company as part of the enrollment process. It is displayed here for reference.
- This task is where the BSA user creates or links their CAPS account to the permit for postage payment.



ACH Online – Create CAPS Debit

 **ACH Online** crsbprotest1 -

Create a CAPS Debit Account

The undersigned hereby (1) authorizes the U.S. Postal Service to originate debit and credit entries via the Automated Clearing House to the account indicated below; and (2) authorizes the Depository Financial Institution named below to accept and to debit or credit the amount of such entries to the account from the date of this authorization.

This authorization will remain in effect until written notification of termination has been given by the Customer and that notification has been received by the Manager, CAPS Service Center, U.S. Postal Service. The U.S. Postal Service, at its discretion, may terminate the customer's ability to participate in the Electronic Funds Transfer (EFT) system. Termination will take effect only after all entries originated by the U.S. Postal Service have been honored by the bank.

Authorized Contact Information

CRID *	94652383	First Name *	mary
Company Name *	MARYMARY LLP	Last Name *	mary
Address Line 1 *	500 D STREET	Telephone No. *	(703)753-1234
Address Line 2 *	SUIT MARYMARY	Email Address *	marymary@gmail.com
Address Line 3 *	Address Line 3	Permit Number *	1228
City *	WASHINGTON	Permit Type *	Permit Imprint <input checked="" type="checkbox"/>
State *	District of Columbia <input checked="" type="checkbox"/>		
Postal Code *	20024		

Bank Account Information

Bank Transit ABA Number *	Bank Transit ABA Number
	<input type="button" value="Lookup"/>
Bank Account Number *	Bank Account Number
Re-enter Bank Account Number *	Re-enter Bank Account Number

Bank Branch Information (Optional)

Bank Name *	Bank Name
Bank Address *	Bank Address
Bank City *	Bank City
Bank State *	--Please Select-- <input checked="" type="checkbox"/>
Bank ZIP Code *	Bank ZIP Code
Bank Phone Number *	Bank Phone Number

- CAPS Debit is the preferred option for CNS Business Pro.
- User provides ACH information and then must agree to Terms and Conditions.



ACH Online – CAPS Debit Confirmation



CAPS Debit Account #98138

Permit Imprint #1228 was linked to Payment Account Number #98138

An email notification is also being sent to the email address for your Business Customer Gateway account.

A Debit account has been created for:

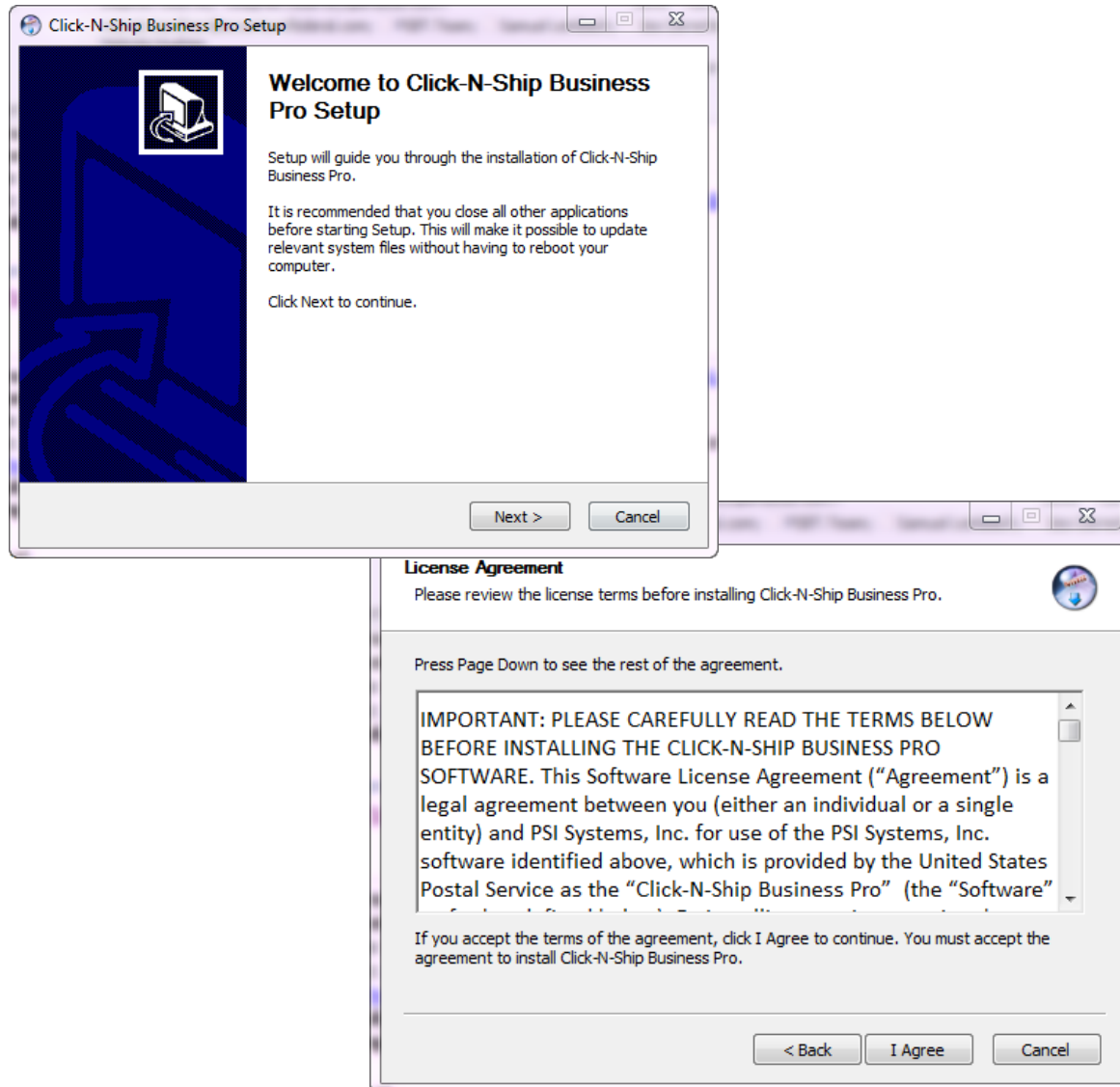
Company Information

CRID *	94852383
Company Name *	MARYMARY LLP
Company Address *	900 D STREET
City *	WASHINGTON
State	District of Columbia <input type="checkbox"/>
Postal Code *	20024

Primary Contact

Name *	mary mary
Telephone No. *	(703)753-1234
Email Address *	marymary@gmail.com

- ACH Online CAPS Debit Confirmation page.
- After Terms and Conditions are agreed upon, ACH Online creates the CAPS Debit account.
- CAPS Account number is created, linked to permit and returned to ACH Online.
- This information is displayed for reference only.
- User clicks the Continue to CNS BPro Enrollment link to return to Program Registration.



- After the download is complete, installation of the software takes place.
- There are a number of screens and agreements which need to be accepted and then the application installation is complete.



Account Setup

Account Credentials

Enter your Click-N-Ship Business Pro account information

Bold address fields are required

User Name

Password

Permit Number

CRID

MID

Business Customer Gateway User Name and Password

Customers find this information in Online Enrollment: Permit Number on the *Manage Payment Accounts* tab; CRID/MID on the *Manage Shipping Locations* tab

Return Address to Print on Shipping Labels

Bold address fields are required

Name City

Company State

Address 1 ZIP Code ZIP+4

Address 2

Address 3

Address 4

Phone

Email

ZIP Code Packages Are Mailed From

OK Cancel

- After install is complete, the user must configure the downloaded software.
- Upon completing this configuration, the software interfaces USPS applications to ensure the user has successfully enrolled in CNS Business Pro.



Click-N-Ship Business Pro Shipping

- After configuration and authentication is complete, customers have access to print labels.
- Customer may configure a database or file lookup to import data required for package labels and manifest data.
- **Order Lookup** tab allows individual label printing;
- **Batch Print** tab supports multiple label printing;
- **Postage Log** displays a summary of generated shipping labels and their status.



Online Enrollment Return Account

UNITED STATES POSTAL SERVICE®

USPS.COM | GATEWAY | HELP | SIGN OUT

Click-N-Ship | Business Pro™

Alerts (1) Program Settings Back to Enrollment Home

Program Summary

Click-N-Ship Business Pro (CNS BPro)

Overview

Click-N-Ship Business Pro™ (CNS BPro) is downloadable software from the Postal Service that allows small and medium business mailers to generate shipping labels with Intelligent Mail Package Barcodes (IMpb) and securely pay for postage via electronic manifest files. CNS BPro is free software available for business customers who ship 50 or more packages (or multiple packages with a combined weight of 50 or more pounds) in a typical mailing.

CNS BPro provides label printing, electronic manifesting, secure postage payment, tracking and reporting for single-piece and non-presort packages including First-Class Package Service, Priority Mail, Priority Mail Express, and Parcel Select Nonpresort. CNS BPro will expand to include International shipments in April 2014.

Enrollment Status - In Progress - 3 out of 6 steps completed

Please complete all of the steps below to enroll.

Enrollment Steps (6)

[+] Additional Contact Information	- Complete
[+] Manage Shipping Locations	- Complete
[+] Manage Payment Accounts	- Complete
[+] Download Client Application	- Available
[+] Help Desk Approval	- Pending
[+] Returns Account	- Optional

Additional Contact Information
Complete

Manage Shipping Locations
Complete

Manage Payment Accounts
Complete

Download Client Application
Available

Returns Account
Optional

- The customer must return to Online Enrollment and complete the Returns Account Optional tab
- Returns Accounts – NEW in January 2015 (BNS 84) – Customer sets up their MR permit and CAPS account (via ACH Online) to use with CNSB Pro Returns



Online Enrollment Return Account

Manage Payment Account x

← → ↻ [https://programregistration-cat.usps.com/progreg-external-webapp/customer/flow.action?](https://programregistration-cat.usps.com/progreg-external-webapp/customer/flow.action?_)

UNITED STATES POSTAL SERVICE® USPS.COM | GATEWAY | HELP | SIGN OUT

Click-N-Ship | Business Pro™ [Program Settings](#) [Back to Enrollment Home](#)

Program Summary
Both a permit and CAPS (Centralized Account Payment System) account are required for participation in Click-N-Ship Business Pro (CNS BPro) Returns. Packages shipped under this program will bear a merchandise return indicia to indicate that postage has been paid. A permit is required to use this type of postage evidencing. Merchandise Return permits require an annual permit fee and annual account maintenance fee.

Additional Contact Information
Complete
Payment for postage will be deducted at the time of mailing from your CAPS account. CAPS provides business mailers a centralized, convenient, and cost-effective way to pay for USPS products and services. USPS currently supports online creation of ACH Debit type CAPS accounts.

[Link](#) [Unlink](#)

Manage Shipping Locations
Complete
Show All: Per Page:
Filter Permits: [Filter](#)

Manage Payment

Showing 0 - 0 of 0

CRID ?	Permit Account Number	Permit Type	Permit Number	Permit ZIP	Status
Nothing found to display.					

To create a new permit, select the "Create Permit" button.

[Create Permit](#)

When a new CAPS account to use for this program, select a Permit from the table above and the option below describes the CAPS account you want to use for this program.

I have a CAPS account number I would like to use for this program:

[OK](#)

I need a new CAPS account:

[Create CAPS Account](#)

- The "Create Permit" button on the new Returns Account task will automatically create an MR permit for use with CNSB Pro Returns



Online Enrollment Return Account

Manage Payment Account x

https://programregistration-cat.usps.com/progreg-external-webapp/customer/flow.action?

indicia to indicate that postage has been paid. A permit is required to use this type of postage evidencing. Merchandise Return permits require an annual permit fee and annual account maintenance fee.

Payment for postage will be deducted at the time of mailing from your CAPS account. CAPS provides business mailers a centralized, convenient, and cost-effective way to pay for USPS products and services. USPS currently supports online creation of ACH Debit type CAPS accounts.

[Link](#) [Unlink](#)

Show All: --Select Category-- Per Page: 20

Filter Permits: [Filter](#)

Showing 1 - 1 of 1

	CRID ?	Permit Account Number	Permit Type	Permit Number	Permit ZIP	Status
<input checked="" type="radio"/>	94633520	22217744	MR	131001	202600846	Not Linked

To create a new permit, select the "Create Permit" button.

[Create Permit](#)

To open a new CAPS account to use for this program, select a Permit from the table above and the option below that describes the CAPS account you want to use for this program.

☐ I have a CAPS account number I would like to use for this program:

[OK](#)

☒ I need a new CAPS account:

[Create CAPS Account](#)

LEGAL
Privacy Policy ›
Terms of Use ›
FOIA ›
No FEAR Act EEO Data ›

ON USPS.COM
Government Services ›
Buy Stamps & Shop ›
Print a Label with Postage ›
Customer Service ›
Site Index ›

ON ABOUT.USPS.COM
About USPS Home ›
Newsroom ›
Mail Service Updates ›
Forms & Publications ›
Careers ›

OTHER USPS SITES
Business Customer Gateway ›
Postal Inspectors ›
Inspector General ›
Postal Explorer ›

Copyright© 2015 USPS. All Rights Reserved.

- An MR permit was created without a CAPS account, the permit is required for CNS BPro Returns
- An existing CAPS account (e.g. the CAPS account already associated to the PI permit) may be linked or a new one can be created.



Click-N-Ship Business Pro Returns

Account Setup

Account Credentials

Enter your Click-N-Ship Business Pro account information

Bold address fields are required

User Name	MariaSharp	Environment	QA 1 (San Jose)
Password	••••••••••		
Permit Number	1194		
Returns Permit Number	177001		
CRID	94597101		
MID	901024259		

Return Address to Print on Shipping Labels

Bold address fields are required

Name	MariaSharp	City	Palo Alto
Company	Endicia	State	CA
Address 1	385 Sherman Ave	ZIP Code	94306
Address 2		ZIP+4	
Address 3		Phone	4084809999
Address 4		Email	olga.satchouk@endicia.com

ZIP Code Packages Are Mailed From 94306

OK Cancel

- The customer should return to the CNS BPro Account Set-up Tab and input the Return Permit Number



Click-N-Ship Business Pro Returns

Click-N-Ship | Business Pro™

File Edit Tools Help

Order Lookup Batch Print Postage Log Address Book

Shipping Address

12 Retrieve Order

Olga Satchouk
278 Castro St

Mountain View CA 94041-1204

UNITED STATES

Precise address match Business, Zone 1

Verify Address

Postage and Additional Fees

\$4.95 Print Label

Package Weight and Size

Scale Weight L W H

1 lb

Edit New

Additional Reference Fields

Reference ID 2

Reference ID 3

Reference ID 4

Description

Group Code

Rubber Stamp 1

Rubber Stamp 2

Rubber Stamp 3

Rubber Stamp 4

Rubber Stamp 5

Services

Mail Class

Priority Mail

Tracking

USPS Tracking

Package Value

\$100.00

☐ Use USPS Insurance

Hide Additional Reference Fields

Additional Details

Recipient Email Martin@endicia.com

Recipient Phone

Service Options

☐ Balloon Rate ☐ Adult Sig. Required (\$5.50)

☐ Open and Distribute ☐ Adult Sig. Restricted (\$5.75)

[Edit Options](#)

☐ Special Handling [Edit Options](#)

Active Profile

Profile 1 Edit Profile New Profile

Submit Manifest

- A Return Label is created on the CNS BPro Order Lookup tab
- Enter the appropriate customer shipping information and package specific details



Click-N-Ship Business Pro Returns

Click-N-Ship | Business Pro™

File Edit Tools Help

Order Lookup | Batch Print | Postage Log | Address Book

Shipping Address

12 Retrieve Order

Olga Satchouk
278 Castro St

Mountain View CA 94041-1204

UNITED STATES

Precise address match Business, Zone 1

Verify Address

Postage and Additional Fees

\$4.95

Package Weight and Size

Scale Weight

1 lb

Edit New

Additional Reference Fields

Reference ID 2

Reference ID 3

Reference ID 4

Description

Group Code

Rubber Stamp 1

Rubber Stamp 2

Rubber Stamp 3

Rubber Stamp 4

Rubber Stamp 5

Services

Mail Class

Priority Mail

Tracking

USPS Tracking

Package Value

\$100.00

☐ Use USPS Insurance

Hide Additional Reference Fields

Additional Details

Recipient Email Martin@endicia.com

Recipient Phone

Service Options

☐ Balloon Rate ☐ Adult Sig. Required (\$5.50)

☐ Open and Distribute ☐ Adult Sig. Restricted (\$5.75)

[Edit Options](#)

☐ Special Handling [Edit Options](#)

Active Profile

Profile 1 Edit Profile New Profile

Submit Manifest

Print Label

Print a Return Label

Print a Test Label

Print Many Copies...

- Click the Print Label button on the Order Lookup Tab
- The Return Label will print



Click-N-Ship Business Pro Basics

Account Setup

- Provide the Account Credentials
- Complete the Return Address for Shipping Labels

Printer Setup

- **Test Printing Mode** is enabled by default on the first login.
- Choose "*Printer Setup*" from the *File* menu to select the printer.
- Print a test shipping label to verify printer settings.
- After printer test is successful, disable **Test Printing Mode** by selecting "*Preferences*" from the *Edit* menu.

Print Labels

- Enter the destination *Shipping Address* on the *Order Lookup* tab.
- Click *Verify Address* to validate the destination address.
- Specify package details: *Mail Class*, *Package Weight* and *Size* (if applicable), and Additional Services.
- The total *Postage and Additional Fees* for the package are calculated and displayed.
- Click *Print Label* to create the package's shipping label.

Submit Manifest

- When all of the day's packages are labeled and ready to ship, submit the shipment for postage payment by clicking *Submit Manifest*.

Ship & Track

- Ship packages with USPS!
- Select a package on the *Postage Log* tab, and click *Check Status* to update tracking events.

Click-N-Ship | Business Pro™ - Webinar

Question and Answer Session

United States Postal Service

Meg M. Ballard
Business System Analyst
USPS Payment Technology



Click-N-Ship | Business Pro™ - Webinar

The webinar is now concluded

RIBBS Website: <https://ribbs.usps.gov>



Appendix

**Support
eVS Onboarding
Click N Ship Product Suite**



Click-N-Ship Business Pro

- Telephone Support: 877.264.9693
 - Option 2 for CNSBPro enrollment and account setup
 - Option 8 for CNSBPro software and printer setup
- E-mail Support: eVS@usps.gov



Click-N-Ship Product Suite

	Click-N-Ship	USPS® meter label solution	Click-N-Ship Business Pro
Target Audience	Occasional shippers or home businesses that ship 1-10 packages several times a week.	Frequent shippers and business shippers that ship more than 10 packages per mailing.	Small and medium businesses who ship 50 or more packages (or multiple packages with a combined weight of 50 or more pounds) in a typical mailing.
Postage Payment	Credit Card <i>or</i> PayPal	Postage Meter <i>or</i> Permit for PMOD & MRS, <i>or</i> CAPS account for custom eVS®/ePostage integration	eVS Permit Imprint linked to CAPS Debit Account
USPS Products (Domestic)	Priority Mail Express, Priority Mail	Priority Mail Express, Priority Mail, First-Class Package Service, Media Mail, Library Mail	Priority Mail Express, Priority Mail, Priority Mail Open & Distribute First-Class Package Service (single piece), Parcel Select Nonpresort
USPS Products (International)	Priority Mail Express International, Priority Mail International, First-Class Package International Service, Global Express Guaranteed	Priority Mail Express International, Priority Mail International, First-Class Package International Service, Global Express Guaranteed	Priority Mail Express International, Priority Mail International, First-Class Package International Service
USPS Products (Returns)	n/a	Merchandise Return Service	Scan-Based Payment Returns
Registration	USPS.com	In-application, available on USPS.com	Business Customer Gateway
Software	Online web-based tool	Downloadable desktop software	USPS provided downloadable desktop software for Windows
Mail Entry	Retail	Carrier Pickup, Retail, BMEU (<i>eVS only</i>)	BMEU, Carrier Pickup, Retail
Pricing	Commercial Base	Commercial Base Commercial Plus*	Commercial Base Commercial Plus (CPP)* Commercial Plus Cubic* Negotiated Service Agreement (NSA)*